



Town of Groton - Public Works

Meeting Minutes

Permanent School Building Committee

134 Groton Long Point Rd
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Public Works
Administration
(860) 448-4083

Chairman Rick DeMatto, Vice-Chairman W. Gordon Lange, Robert J. Austin-LaFrance, Richard Monteiro, Robert Morrison, David Russell, and John Webster.

Thursday, February 7, 2008

7:00 PM

Town Hall Annex - Community Room 1

1. ROLL CALL

Members Present: Richard Monteiro, Robert Morrison, David Russell and John Webster
Members Absent: Chairman Rick DeMatto, Robert J. Austin-LaFrance and Gordon Lange

Staff: Rick Norris, Project Manager - School Construction, Wes Greenleaf, Director of School Buildings and Grounds, GPS and Colleen Quattromani, Recorder.

JCJ Architecture: Greg Smolley, Principal and Jeff Beatrice, Associate.

Gilbane Building Company; Peter Manning, Project Manager.

Also present: Mark Oefinger, Town Manager and Catherine Kolnaski, Town Councilor.

The meeting was called to order at 7:00 PM.

John Webster was acting Chairman.

2. RECEIPT OF CITIZEN'S PETITIONS, COMMENTS AND CONCERNS

None.

3. APPROVAL OF MINUTES

a) January 3, 2008

A motion was made by Mr. Monteiro and seconded by Mr. Morrison to accept the meeting minutes of January 3, 2008 as written. The motion passed unanimously.

4. COMMUNICATIONS AND REPORTS (other than Subcommittee reports)

(a) PSBC Members

The PSBC spoke of all the positive comments they received during the Celebration Ceremonies for the Catherine Kolnaski Magnet School and the Northeast Academy Elementary Schools. On behalf of the PSBC acting Chairman Webster recognized the efforts of the DPW and GPS staff in getting the schools opened on schedule.

The Town Manager presented a copy of the Governor's proclamation for the Catherine Kolnaski Magnet School to Councilor Kolnaski.

(b) School Building Highlights (Project Team)

1. Budget

Mr. Norris told the PSBC that there was no new information regarding the project budget. With the exception of some grass that needs repair at after the window installation at the Kolnaski school there are no new anticipated expenses. Mr. Norris, Gilbane Building Company and JCJ Architecture are now working to close out the contracts and refund retainages for the two elementary schools.

2. Schedule

The elementary schools were opened as planned on Monday, January 7th. Focus has now turned to the Fitch High School Addition project.

(c) Catherine Kolnaski and Northeast Academy Elementary Schools - (Project Team)**1. Project Close-out**

Mr. Norris told the PSBC that the Project Team is busy collecting the documents, the as-built drawings, warranties, etc., to be transferred to the GPS. Mr. Norris is drafting a letter for the official turnover of the two elementary schools to the BOE. Town staff is also preparing for the State audit which should take place within six months of the project completion. Mr. Smolley told the Committee that the Town may ask the State what their time frame is for the audit. If the State cannot complete the audit within the six months the Town has the option of completing the audit itself.

2. TS&E

Mr. Beatrice told the Committee that the wireless system is completely installed at Northeast Academy and 97% complete at the Kolnaski Magnet School. Monday there is a training session for the GPS IT Department on the management software for the system. All equipment has been delivered for the elementary schools except the projectors. The projectors will be purchased next week and have a quick delivery time.

Mr. Smolley spoke with the Committee about JCJ's ongoing discussions with the State on the boundaries of the Catherine Kolnaski Magnet School site. The State said that since the Town already owned the land on which the school was built the State will share in the cost of the water line installation for the facility.

(d) Fitch High School**1. Department of Public Works staff**

Mr. Norris said that the Town has a conditional Certificate of Site Plan Compliance for the Fitch High School Addition project. Signoffs from the Fire Marshall and the Building Inspector are outstanding but not expected to be an issue in obtaining a CO. Staff is comfortable with the contingency left in the Fitch High School Addition and Renovation project.

2. JCJ Architecture

The video furnace for the computer system at Fitch has been ordered. Wireless installation begins next week. A server rack is being delivered Friday and the projectors are on site at the DPW. There is a meeting on the server transition next week.

3. Gilbane Building Company

Mr. Manning told the PSBC that Gilbane met with DPW, GPS, the Town Manager and JCJ Architecture to prioritize the work needed to open the Addition project as scheduled. Installation of the labs has been prioritized so that the CAPT testing planned for the week the students return from break will go on as scheduled. Some items such as stair treads may need to be performed during the next break in April. Next week all the major systems will perform startups. The fire alarm and elevators will be inspected.

Discussions continue on the phasing of the renovation work and work to be performed this summer.

4. Board of Education staff

Mr. Greenleaf is reviewing the draft 049R forms provided by JCJ Architecture which need to be resubmitted to the State. He expects to reach the maximum reimbursement from the State on the elementary school projects. Mr. Greenleaf told the Committee both the building and grounds of Fitch High School will be closed this summer. Summer school activities for the High School will take place at either Fitch Middle School or Claude Chester Elementary School.

5. RECEIPT OF SUBCOMMITTEE REPORTS**(a) School Building Phase II Committee Report**

The School Building Phase II Committee has no scheduled meetings for February. On March 7th, the Committee is taking tours arranged by JCJ Architecture of Middle Schools in Glastonbury and Farmington. The PSBC has been invited and should notify the Town Manager's office by February 15th if they are interested in attending.

(b) School Opening Celebration

No report.

6. UNFINISHED BUSINESS

None.

7. NEW BUSINESS

None.

8. OTHER BUSINESS

None.

9. ADJOURNMENT

The meeting adjourned at 7:56 PM.